

DEPARTMENT OF HEALTH PROFESSIONS - DIRECTIVES

APPROVAL: 

DIRECTIVE NO.: 3.5

EFFECTIVE: 9-26-05

SUPERSEDES: _____

3.5 Temporary Licenses Pursuant to Executive Order 97

Purpose: The purpose of the this Directive is to establish procedures which will promptly implement the provisions of Executive Order 97 (Revised September 23, 2005) to allow for temporary licenses for individuals displaced by Hurricane Katrina and Hurricane Rita.

Policy: It is the policy of the Department to review and act upon all applications, where eligibility may be present for a temporary license¹ and deferral of fees, as promptly as possible to achieve the objectives of Executive Order 97.

Procedure: Upon receipt of a request for a temporary license authorized by Executive Order 97 (Revised September 23, 2005), respective board staff shall adhere to the following procedures:

1. Request and obtain an online report from HIPDB, NPDB, and other reliable clearinghouse that may verify the status of licensure regarding individuals requesting a temporary license.
2. Provide the application and any supporting documentation to the Director upon receipt and recording of fees submitted, if any, together with available reports noted above or other relevant information within one business day of receipt.
3. Provide the Director a copy of specific law and regulation governing qualifications for the type of license corresponding to the temporary license being sought.
4. The Director will act within one business day of having sufficient information to make an informed decision and issue an order granting or denying the temporary license.
5. Within one business day of receipt of the Order, the corresponding Board Executive shall cause the temporary license to be printed and will scan the Order for referenced access on License Look-Up.

A sample template of the a temporary license is attached

¹ "License" as used in this directive is inclusive of certificate and registration

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH PROFESSIONS

Temporary – EO-97 - Medicine & Surgery

Number: 0000000000

Issued: 09/23/2005

Expires: 09/23/2006

John Doe, MD

Written Notification of Change of
Address Required Within 30 Days of
Change

*Name Change Request Must be
Accompanied by a Photocopy of
Marriage License or Court Order

For Name*/Address Changes, Mail to:
Department of Health Professions
c/o Board of Medicine
6603 West Broad Street, 5th Floor
Richmond, VA 23230-1712

FOLD, CREASE AND TEAR ALONG PERFORATION

My New Name* is:

My New Address is:

City, State

Zip Code

Signature (0000000000)

COMMONWEALTH OF VIRGINIA
DEPARTMENT OF HEALTH PROFESSIONS

Robert A. Nebiker, Director

William L. Harp, M.D.
Executive Director
(804) 662-9908

BOARD OF MEDICINE

6603 West Broad Street, 5th Floor
Richmond, VA 23230-1712
www.dhp.virginia.gov/medicine

Temporary License to Practice
Medicine & Surgery

John Doe, MD

Issued
09/23/2005

Expires
09/23/2006

Number
0000000000

To Provide Information or File a
Complaint About a Licensee, Call: 1-800-533-1560